



# WASHOE COUNTY PARCEL MAP REVIEW COMMITTEE DRAFT Meeting Minutes

## Parcel Map Review Committee Members

Thursday, September 9, 2021  
2:00 p.m.

Larry Chesney, Planning Commission  
James English, Health District  
Wayne Handrock, Engineering  
Dale Way, Truckee Meadows Fire Protection District  
Roger Pelham, Planning and Building

**REMOTE TECHNOLOGY MEETING ONLY**

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The Washoe County Parcel Map Review Committee met in a scheduled session on Thursday, September 9, 2021. This meeting was held via Zoom teleconference.

The meeting was televised live and replayed on the Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php>, and can also be found on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>.

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### 1. Call to Order and Determination of Quorum [Non-action item]

Prior to the meeting being called to order it was determined by the Committee that Wes Rubio would serve as Acting Chair in Roger Pelham's absence.

Acting Chair Rubio called the meeting to order at 2:06 p.m. The following Committee members and staff were present:

Departments represented: Community Services Department (CSD)  
Wayne Handrock, Engineering  
Roger Pelham, Planning and Building (joined the meeting at 2:15pm)  
Health District  
Wes Rubio  
Planning Commission  
Larry Chesney

Members Absent: Truckee Meadows Fire Protection District  
Dale Way

Staff present: Lacey Kerfoot, Recording Secretary  
Jennifer Gustafson, Deputy District Attorney, District Attorney's Office

### 2. Ethics Law Announcement [Non-action item]

Deputy District Attorney Jennifer Gustafson was experiencing technical difficulties and was not available to read the Ethics Law Announcement. Acting Chair Rubio recited the Ethics Law standards.

### 3. Appeal Procedure [Non-action item]

Acting Chair Rubio recited the appeal procedure for items heard before the Parcel Map Review Committee.

DDA Gustafson rejoined the meeting at 2:10pm.

**4. Public Comment [Non-action item]**

With no response to the call for public comment, the period was closed.

**5. Approval of September 9, 2021 Agenda [For possible action]**

Larry Chesney moved to approve the agenda for the August 12, 2021 meeting as written. The motion, seconded by Wayne Handrock, passed unanimously with a vote of 4 to 0; Absent – Roger Pelham.

**6. Approval of August 12, 2021 Draft Minutes [For possible action]**

Larry Chesney moved to approve the minutes for the August 12, 2021 Parcel Map Review Committee meeting as written. The motion, seconded by Wayne Handrock, passed unanimously with a vote of 4 to 0; Absent – Roger Pelham.

**7. Project Review Items [For possible action]**

**A. [Tentative Parcel Map Case Numbers WTPM21-0005 \(1<sup>st</sup> PM Woodland Village Phase 22, LLC\)](#) [For possible action]** – For hearing, discussion, and possible action to approve the division of a parcel into two residential parcels and two remainder parcels. This is the first of four parcel maps.

**WTPM21-0006 (2<sup>nd</sup> PM Woodland Village)** – For hearing, discussion, and possible action to approve the division of the first remainder parcel of WTPM21-0005 to result in three residential lots and one remainder parcel. This is the second of four parcel maps.

**WTPM21-0007 (3<sup>rd</sup> PM Woodland Village)** – For hearing, discussion, and possible action to approve the division of the second remainder parcel of WTPM21-0005 to result in three residential lots and one remainder parcel. This is the third of four parcel maps.

**WTPM21-0008 (4<sup>th</sup> PM Woodland Village)** – For hearing, discussion, and possible action to approve the division of the remainder parcel of WTPM21-0007 to result in two residential lots. This is the fourth of four parcel maps.

- Applicant/Property Owner: Woodland Village Phase 22, LLC
- Location: North end of Woodland Village
- APN: 556-290-35
- Parcel Size: 18.52 acres
- Master Plan: Suburban Residential (9.45 acres), General Rural (9.07 acres)
- Regulatory Zone: Medium Density Suburban, General Rural
- Area Plan: Cold Springs
- Development Code: Authorized in Article 606
- Commission District: 5 – Commissioner Herman
- Staff: Dan Cahalane, Planner  
Washoe County Community Services Department  
Planning and Building
- Phone: 775.328.3628
- Email: [dcahalane@washoecounty.us](mailto:dcahalane@washoecounty.us)

Planner Dan Cahalane reviewed their staff report. Applicant Representative Ryan Cook, with Summit Engineering, made a comment on Condition of Approval item 1H to provide landscape plans. Mr. Cook asked for clarification because historically the only landscape plans done in Woodland Village were done along Village Parkway, not the side streets. Part of this project, the

remainder parcel, does front Village Parkway; however, there has not historically been any landscape plans for where the 10 lots are proposed. Mr. Cook asked whether the condition could be waived.

Mr. Cahalane explained that this is a series of second and subsequent parcel maps, therefore, the standards are up to the subdivision standard as this results in eleven parcels. Under Article 412 there are requirements for the provision of landscaping along new parcels created within subdivisions. Planning is including the same requirements as stated for Village Parkway, which is just down the street from this area.

Mr. Cook stated that he understood and pointed out that these parcels are going to be annexed into the HOA, which has restrictions associated with landscaping, but not specifically a landscape plan.

Mr. Cahalane reiterated that the condition is based on code and the fact that the Planning Division is provided to require restrictions and standards up to a subdivision. Mr. Cook stated that he was available for any further questions.

*\*\* Roger Pelham joined the meeting at 2:15pm.*

Acting Chair Rubio transferred control of the meeting to Chair Pelham. Chair Pelham apologized for being tardy. Chair Pelham stated that while he had not heard the Mr. Cahalane's presentation, he had read the staff report and would be able to vote on the item. Chair Pelham asked whether all reviewing agencies had made comment.

Wes Rubio indicated that he had reviewed the application for this request and as such, would be abstaining from the vote.

There were no further questions or comments made by any of the Committee members.

There was no response to the request for public comment.

Larry Chesney moved that after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Numbers WTPM21-0005, WTPM21-0006, WTPM21-0007, and WTPM21-0008 for Woodland Village Phase 22, LLC, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. The motion, seconded by Dale Way, passed unanimously with a vote of 4 to 0; Abstained – Wes Rubio.

**B. Tentative Parcel Map Case Number WTPM21-0010 (Scannell Properties) [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 44.82 acre parcel into 2 parcels, one that is 8.82 acres and another 36.04 acres.**

- Applicant/Property Owner: Scannell Properties # 497, LLC
- Location: 10 Isidor Court
- APN: 530-931-20
- Parcel Size: 44.82 acres
- Master Plan: Industrial (I)
- Regulatory Zone: Industrial(I)
- Area Plan: Spanish Springs
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 4 – Commissioner Hartung
- Staff: Julee Olander, Planner  
Washoe County Community Services Department

- Phone: Planning and Building Division  
775.328.3627
- Email: [jolander@washoecounty.us](mailto:jolander@washoecounty.us)

Planner Dan Cahalane presented on behalf of Staff Planner Julee Olander, who was unable to attend the meeting. There was no applicant available for comment.

There were no questions or comments made by any of the Committee members.

There was no response to the request for public comment.

Larry Chesney moved that after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM21-0010 for Scannell Properties # 497, LLC, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to Washoe County Code, Section 110.606.30. The motion, seconded by Dale Way, passed unanimously with a vote of 5 to 0.

- C. **Tentative Parcel Map Case Number WTPM21-0011 (Giudici)** [For possible action] – For hearing, discussion, and possible action to approve a tentative parcel map dividing a 6.09-acre parcel into two parcels. The two resulting parcels of land are proposed to be 2.75 acres and 3.34 acres in size.

- Applicant/Property Owner: Carl E. Giudici
- Location: 0 Mario Road
- APN: 038-661-14
- Parcel Size: 6.09 acres
- Master Plan: Rural Residential
- Regulatory Zone: 94% High Density Rural (HDR) & 6% General Rural (GR)
- Area Plan: Verdi
- Development Code: Authorized in Article 606, Parcel Maps
- Commission District: 5 – Commissioner Herman
- Staff: Katy Stark, Planner Trainee  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3618
- Email: [KRStark@washoecounty.us](mailto:KRStark@washoecounty.us)

Planner Katy Stark reviewed their staff report.

There were no questions or comments made by any of the Committee members. Applicant Representative Ryan Cook, with Summit Engineering, stated that he had no comment and agreed with the provided conditions.

There was no response to the request for public comment.

Wes Rubio moved that after giving reasoned consideration to the information contained within the staff report and the information received during the public meeting, that the Washoe County Parcel Map Review Committee approve Parcel Map Case Number WTPM21-0011 for Carl E. Giudici, subject to the conditions of approval included as Exhibit A with the staff report, and make the determination that the following criteria is or will be adequately provided for pursuant to

Washoe County Code, Section 110.606.30(e). The motion, seconded by Larry Chesney, passed unanimously with a vote of 5 to 0.

**8. Reports and Future Agenda Items** [Non-action item]

**A.** Future Agenda Items - None

**B.** Legal Information and Updates –

DDA Gustafson stated that she would have bylaws drafted and ready for the Committee's review before the next meeting.

**9. Public Comment** [Non-action item]

As there was no response to the call for public comment, the comment period was closed.

**10. Adjournment**

Chair Pelham made the motion to adjourn at 2:34 p.m.

Respectfully submitted,

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Lacey Kerfoot, Recording Secretary

Approved by Committee in session on November 10, 2021

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Roger Pelham, Chair  
Senior Planner